

DD/S 64-1700  
 FILE Bldg & Cr 9

20 MAR 1964

MEMORANDUM FOR: Deputy Director for Support

ATTENTION : Mr.

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SUBJECT : Preliminary Information Pertaining to  
 Space Alterations in South Building

1. In line with our conversations on this subject the following preliminary information is given to assist in the planning of the proposed move of the Office of Finance elements from the Headquarters Bldg. to South, Central, and Administration Bldgs. at 2430 E St., NW.

2. The organizational elements involved, the approximate number of employees, and the locations tentatively selected for the placement of these elements is outlined below:

Elements to be located at 2430 E St., NW

<u>Organization Unit</u>	<u>Approximate No. Employees</u>	<u>Tentative Location</u>
Office of Chief & Adm. Staff	16	East wing So. Bldg.
Registry Unit	8	Approx. 2000 sq. ft. on 2nd floor, So. Bldg.
Policy & Planning Staff	14	Adm. Bldg.
Proprietary Systems & Accounts Division	8	Adm. Bldg.
Monetary Division	25	1st floor, So. Bldg.
Accounts Division	47	2nd or 3rd floor, So. Bldg.
Certif. & Liaison Div.	52	2nd or 3rd floor, So. Bldg.
Compensation & Tax Div.	<u>72</u>	Central & Adm. Bldgs.
Total	242	

Elements to be located at Quarters Eye

Industrial Contract Audit Div.	25	Quarters Eye
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Elements to be located in Headquarters Bldg.

<u>Organization Unit</u>	<u>Approximate No. Employees</u>	<u>Tentative Location</u>
Central Travel Branch Hdqts. <span style="border: 1px solid black; display: inline-block; width: 150px; height: 1.2em; vertical-align: middle;"></span>	18 4 (Plus space for transients)	Headquarters Bldg. Headquarters Bldg.
Total	<u>22</u>	
GRAND TOTAL	<u>289</u>	

3. Following are some facts which must be given special consideration in connection with firming up plans for the move:

a. A secure vault, located adjacent to Monetary Division, must be constructed prior to the movement of money and valuables to the new location. Since this will involve the longest "lead time" we asked the Office of Security to assist us in surveying the So. Bldg. for a suitable location for a vault so that we could advise you at the earliest date possible concerning this requirement. Attached is copy of a memo from the Office of Security on this subject. We have tentatively selected Room 142 So. Bldg. as the most suitable location for a vault, and



plan to utilize as space for the Monetary and disbursing functions, including U. S. Treasury Branch No. 2 which is already located in this area.

b. We estimate that the combined  Unit which would be the repository for all voucher files (confidential and vouchered funds) will require a minimum of 2000 square feet of grilled secure space. Other grilled secure space requirements include a minimum of 300 square feet for Agent files, and an estimated 150 square feet for the proposed Communication Relay Center. It

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is of paramount importance that the [ ] Unit be physically adjacent, or close to, the Accounts and C & L Divisions, since the work of these Divisions require constant use of and reference to vouchers and related files. It is therefore necessary to locate these Divisions and the [ ] Unit in the South Building since there is no other space available large enough to accommodate all three of these units.

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4. You will note that we have planned to utilize space in the Administration Bldg., as well as the space originally earmarked for our use in Central and South Bldgs. The DD/S in a recent conversation with Mr. Fuchs advised that we could plan on utilizing space on the second floor of the Administration Bldg. as and if required.

5. The above information is preliminary and for planning purposes only. We would appreciate your advice and assistance in firming up a final plan and any suggestions you may have as to alternative provisions for utilization of the space at 2430 E St., NW.

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Deputy Director of Finance

**Attachment**

Distribution:

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